

DD/S&T 2862-64

23 Oct 64

MEMORANDUM FOR: Deputy Director for Support

SUBJECT: Request for Additional ORD Space

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1. Since the Office of Research and Development (ORD) was established, about eighteen months ago, it has grown to its present level of [] handling some 126 contracts. During this fiscal year the on-board strength should reach between [] Present staffing includes [] with advanced degrees; [] them are at the doctorate level. By December 1965, we will have a complement of between [] The majority of the new personnel will hold PhD degrees. 25X1
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2. When first organized, ORD occupied [] the space now occupied by DD/S&T. As additional personnel were acquired the office was divided, with half going to the fifth floor and the other half to the first floor. These two areas soon became quite crowded and, as the result of the move by OTR, ORD was assigned its present space. The office has once again reached the point where additional space will be required. In addition, special purpose space is necessary to meet the requirements resulting from the Kinzel Scientific Advisory Committee and the [] Optical Working Panel actions. 25X1

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3. The following considerations must be included in space allocation planning for ORD:

a. There should be no special security barriers which would restrict access.

Ease of accessibility is important to ORD operations. Currently, there are [] visitors to this office per month. This number, which includes contractors, future contractors, 25X1

consultants, and visitors from this and other Agencies, is expected to increase with the growth of ORD. The number of consultations with Agency personnel, particularly, will increase as ORD grows and its programs expand. In addition to the no-barrier requirement, location on the first floor is more efficient and extremely advantageous when related to accessibility and the number of visitors involved.

b. Multiple occupancy of a room by Program Officers must be kept to a minimum.

Non-Agency personnel currently comprise 55 to 60 per cent of the visitors frequenting the ORD offices. The majority of these people are here to present work proposals, planned programs, contract status reports, coordination tasks, and general guidance requests. These contacts vary in levels of clearance and need-to-know and, in addition, often involve proprietary and sensitive material. Sufficient conference rooms to cover these small meetings would not be desirable or efficient.

c. Minimal separation of ORD elements is required.

ORD programs involve inter-discipline relationships which necessitate close coordination and unrestricted communication between the project personnel involved.

d. Special areas are required.

(1) A secure room for ORD registry operations must be suitable for code-word document and briefing material storage. Space in this room must also be available for storing classified samples or evaluation material and hardware.

(2) A special purpose optical laboratory is required to handle image reconstruction techniques in-house. This requirement has been outlined in the proceedings of the Optical Working Panel. Minimum capabilities required of this laboratory can be met initially with a minimum of .

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(3) A requirement exists for an area suitable for testing, evaluating, and demonstrating electro-mechanical equipment or systems provided by contractors. Space involved would be a minimum of [] This area also should be in-house to enable maximum intra-Agency coordination in the most efficient manner. Space contiguous to assigned office space is desirable but not mandatory.

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4. ORD now occupies [] which includes [] [] space utilized for conference, vault, and storage areas. The number of personnel that can be efficiently housed in this area is a function of the shape of the building. The curved walls and irregular shape of most of the offices preclude a theoretically standard division of space by dividing the space available by the number of people involved. However, for comparison purposes, a study of the space utilized shows that ORD now has [] occupying space that was formerly allotted to [] by the previous occupant.

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5. Within the next 90 days, [] will report for duty with ORD. Space is currently available to adequately house [] The rearrangement of offices by relocating partitions will provide only temporary relief of the situation. This is an inadequate effort, however, and will definitely not meet the ORD requirements for the remainder of the fiscal year.

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6. Additional space for ORD is urgently requested as based on the requirements outlined in earlier paragraphs. I will designate representatives to work with your people to provide additional details as required. Please let me know when it is convenient to begin these meetings.

ALBERT D. WHEELON
Deputy Director
for
Science and Technology

ORD [] (23 Oct 64)

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